

## Ostra Reseller & Service Provider Deal Process

This document outlines the step-by-step process for Ostra Cybersecurity Partners to register a deal. By following these instructions, you will be able to register deals smoothly and efficiently, ensuring a timely response and streamlined engagement.

### Step 1: Access the Ostra Partner Portal

- **Log in:** Navigate to the [Ostra Partner Portal](#). Use your partner credentials to log in.
- **Locate 'Register a Deal':** Once logged in, on the main dashboard, click on '*Register a Deal*'. This will direct you to the deal registration form.

### Step 2: Enter Required Deal Information

- **Complete the Deal Form:** You will need to fill in all required fields on the registration form:
  - **Client Information:** Company name, website, and contact details.
  - **Deal Information:** Type of services needed, endpoint quantity, and any specific terms or requirements.
- **Subscription Period:** Indicate the desired deployment date
- **Add Deal Notes:** If there are any additional details or specific considerations that are important for the deal (e.g., client preferences, customizations, deadlines), include them in the '*Deal Notes*' section. This helps ensure that Ostra's team understands the full scope of the deal and can provide appropriate guidance.

### Step 3: Ostra Team Review & Confirmation

- **Ostra Team Reaches Out:** After submitting the deal registration, an Ostra team member will review the information provided. They may reach out to you for further clarification or additional details about the deal.
- **Confirmation:** The Ostra representative will confirm the deal's details and discuss any next steps to ensure everything is aligned before proceeding with the quote.

## Step 4: Ostra Generates & Sends Quote

- **Quote Preparation:** Once the details are confirmed, an Ostra team member will generate a formal quote. This quote will typically include:
  - The **client's name**.
  - **Services required**.
  - **Endpoint quantity**.
  - **Subscription start and end dates**.
  - **Pricing information** based on the deal's specifications.
- **Quote Sent to Partner:** The final quote will be emailed directly to you for review.

## Step 5: Review & Sign the Quote

- **Review the Quote:** Carefully review the quote details to confirm that everything is correct, including the client's services, quantities, pricing, and subscription dates.
- **Client Confirmation:** Once you confirm that your client intends to move forward with the deal, proceed to electronically sign the quote. Directions can be found [here](#).
- **Automatic Trigger of Onboarding:** After you electronically sign the quote, the Onboarding team will be notified. They will reach out for further **Discovery Information**, marking the start of deployment.

## Additional Notes:

- **Deal Registration Timeline:** It's important to submit deals as soon as possible to ensure timely processing.
  - The Ostra team typically responds to registrations within 24 business hours.
  - Onboarding typically schedules Discovery within 7 business days of signed Quote in Ostra's system.
  - Firewalls require 3 weeks to configure upon receipt of all discovery, post signature on Ostra Quote.
- **Support:** If you encounter any issues or have questions about the process at any point, please reach out to your Ostra Partner Manager or the Ostra Support Team.

By following this process, you will ensure that each deal is properly registered, quoted, and processed, helping your clients receive the cybersecurity protection they need with minimal delays.